

CAPS Casual Worked Time Planned vs Actual (Cost Centre) Report

Introduction

This guide describes to steps to run the **CAPS Casual Worked Time Planned vs Actual (Cost Centre)** report.

The purpose of this report is to show both summary and detailed view of casual engagements for a cost centre including engagement details, accounting distribution, planned vs actual comparison by hours/sessions and dollar value. This report will be used by financial administrators and casual coordinators to monitor casual costs.

The values available for selection in the drop down lists will be determined by the user's security access.

The report can be run for

- An individual casual Staff member
- Multiple casual Staff members
- All displayed casual Staff members

Procedure

Log in to BI https://bi.adelaide.edu.au

1. To Navigate to CAPS Reporting, click My home.



2. Click Human Resources folder.

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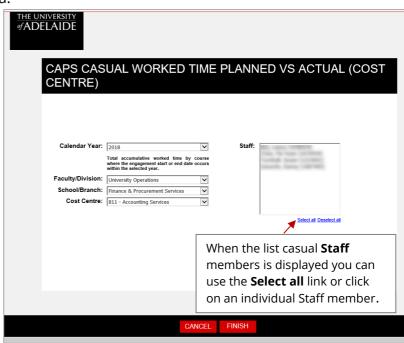
3. Click CAPS Reporting.

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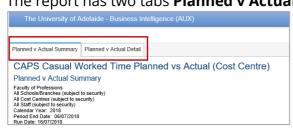
4. Select the report CAPS Casual Worked Time Planned vs Actual (Cost Centre).

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- 5. Select the required report criteria.
- 6. Choose the **Calendar Year** (mandatory).
- Select the relevant Faculty/Division (mandatory).
- To refine the search select the School/Branch and Cost Centre. The Staff box will then be populated based on this criteria.
- 9. Click **FINISH** to run the report.



10. The report will be generated based on the selections within steps 6-8. The report has two tabs **Planned v Actual Summary** and **Planned v Actual Detail.**



11. The **Planned v Actual Summary** report contains one row per engagement; multiple engagements for a casual have a total row.

The first sections of the report show the details of the engagement and Onboarding status.

Planned v Actual Summary Pla	nned v Actual Detail										
CAPS Casual Wor	ked Time Planned	vs Actual (Cost Centre)								
Planned v Actual Summ	ary										
Fac Engineering & Mathematics All Schold/Branches (subject to security All Staff (subject to security) Calendar Year: 2018 Period End Date: 06/07/2018 Run Date: 16/07/2018											
			Enga	agement							
Faculty / Division:	School/Branch:	Cost Centre:	Name	Contract Num	Person ID	Rcd	HR Dept ID	Engagement Type	Reports To/Supervisor	Timesheet Validator	Onboarding
Fac Engineering & Mathematics	ECMS Faculty Services	201 - ECMS Faculty Adminstration	100	0007		2	2010	Professional	distant Personal	Concess. Textball	Complete
	School of Elect & Elect Eng	222 - Electrical & Electronic Eng	State State	0001	-	0	7310	Professional	March Transit		Incomplete
			10.00	0018		5	7310	Professional	the local	and the second	Complete
			-	0012	-	5	7310	Professional	March Transit		Incomplete
		222 - Electrical & Electronic Eng - Tota	I								
	School of Mathematical Science	235 - School of Mathematical Science		0007		5	6410	Academic	and the second	and the second	Complete
Fac Engineering & Mathematics	Total										

12. This section shows the **Engagement Sessions/Hours** and **Engagement Dollar Value**. Numbers in red signify where the **Planned** value has been exceeded.

Engage	ment Sess	ions / Hours		Engagement Dollar Value										
Actual	Planned	Remaining	Base Salary	Overtime	On Cost	Total Actual \$ (Incl. On Cost)	Planned	Remaining						
24.5	30	5.5	5,611.42	0.00	865.31	6,476.73	6,705.86	229.13						
8	17	9	637.82	0.00	98.35	736.17	1,834.39	1,098.22						
91	40	(51)	6,038.25	750.15	1,037.82	7,826.22	2,770.09	(5,056.13						
44	20	(24)	1,441.09	893.24	351.00	2,685.33	839.34	(1,845.99						
29.5	25	(4.5)	1,554.82	1,123.66	407.02	3,085.50	2,319.60	(765.90)						
4.5	20	15.5	160.79	379.01	83.24	623.04	1,030.93	407.89						
201.5	152	(49.5)	15,444.19	3,146.06	2,842.74	21,432.99	15,500.21	(5,932.78						

13. The **Planned v Actual Detail** tab provides a further breakdown of the summary report.

Planned v Actual Detail Fac Engineering & Mathematics All Schools/Branches (subject to se															
I Schools/Branches (subject to se															
II Cost Centres (subject to securit) II Staff (subject to security) salendar Year: 2018 veriod End Date: 06/07/2018 tun Date: 16/07/2018	curity) ()														
					Eng	gageme	nt								
Faculty/Division	School/Branch	Cost Centre	Name	Contract Num											
r dourty/orraion		Cost Centre	wanne	Contract Num	Person ID	Rcd	HR Dept ID	Grade	Step	Engagement Type	Reports To/Supervisor	Timesheet Validator	Begin Date	Expected End Date	Onboardi
•	ECMS Faculty Services	201 - ECMS Faculty Adminstration	Name	0007	Person ID		HR Dept ID 2010	Grade HEO Level 4	Step 1	Engagement Type Professional	Reports To/Supervisor	Timesheet Validator		Expected End Date 31/12/2018	Onboardi Complete
•					Person ID	2			Step 1 2		Reports To/Supervisor		03/04/2018		Complete
	ECMS Faculty Services	201 - ECMS Faculty Adminstration		0007		2	2010	HEO Level 4	\$tep 1 2 2	Professional	the terms	Concession, Texation	03/04/2018 01/01/2018	31/12/2018	
	ECMS Faculty Services	201 - ECMS Faculty Adminstration		0007 0001		2 2 0 2 5 2	2010 7310	HEO Level 4 HEO Level 5	1 2 2	Professional Professional	March Transie	Tanan, Tanan Mila Tana	03/04/2018 01/01/2018 01/01/2018	31/12/2018 31/12/2018	Complete Incomplete
	ECMS Faculty Services	201 - ECMS Faculty Adminstration		0007 0001 0018		2 2 0 2 5 2	2010 7310 7310	HEO Level 4 HEO Level 5 HEO Level 5	1 2 2	Professional Professional Professional	Allen Tennen Miller Tenne	Tanan Tanan Mili Tana Mili Tana	03/04/2018 01/01/2018 01/01/2018	31/12/2018 31/12/2018 31/12/2018	Complete Incomplete Complete
	ECMS Faculty Services School of Elect & Elect Eng	201 - ECMS Faculty Administration 222 - Electrical & Electronic Eng 222 - Electrical & Electronic Eng - Tot		0007 0001 0018		2 2 0 5 5 7	2010 7310 7310	HEO Level 4 HEO Level 5 HEO Level 5	1 2 2	Professional Professional Professional	Allen Tennen Miller Tenne	Tanan Tanan Mili Tana Mili Tana	03/04/2018 01/01/2018 01/01/2018 01/01/2018	31/12/2018 31/12/2018 31/12/2018	Complete Incomplete Complete

14. This section of the report includes the **Accounting Distribution** details.

The effective date refers to a change in the Account Code, Project ID and Academic Schedule e.g. split between two projects and not the start of the engagement.

	Accounting Distribution									lons / Hours	Engagement Dollar Value							
Effective Date	Project ID	Project Desc	FI Dept ID	Acount	% Spilt	Task / Activity	Course	Actual	Planned	Remaining	Base Salary	Overtime	On Cost	Total Actual \$ (Incl. On Cost)	Planned	Remaining		
01/01/2018	15114485	HR Recruitm't Travel(clearing)	642	2171	100	HRTEST-2672 Prof 1		91	40	(51)	6,038.25	750.15	1,037.82	7,826.22	2,770.09	(5,056.13)		
01/01/2018	15114485	HR Recruitm't Travel(clearing)	642	2171	100	HRTEST-2672 Prof 2		44	20	(24)	1,441.09	893.24	351.00	2,685.33	839.34	(1,845.99)		
01/01/2018	15114485	HR Recruitm't Travel(clearing)	642	2201	100	857		13	20	7	1,018.26	610.63	248.61	1,877.50	2,061.87	184.37		
01/01/2018	15114485	HR Recruitm't Travel(clearing)	642	2201	100	858		16.5	5	(11.5)	536.56	513.03	158.41	1,208.00	257.73	(950.27)		
								29.5	25	(4.5)	1,554.82	1,123.66	407.02	3,085.50	2,319.60	(765.90)		
01/01/2018	15114485	HR Recruitm't Travel(clearing)	642	2141	100	857		4.5	0	(4.5)	160.79	379.01	83.24	623.04	0.00	(623.04)		
01/01/2018	15114485	HR Recruitm't Travel(clearing)	642	2141	100	858		0	20	20	0.00	0.00	0.00	0.00	1,030.93	1,030.93		
								4.5	20	15.5	160.79	379.01	83.24	623.04	1,030.93	407.89		
								201.5	152	(49.5)	15,444.19	3,146.06	2,842.74	21,432.99	15,500.21	(5,932.78)		

Note: Full details of the split between two Cost Centres will not be displayed until Onboarding is completed.

15. Click (Return) to return to the **CAPS Reporting** page.

Contact Us

For further support or questions, please contact the Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au